

**GOVERNOR'S
JUVENILE JUSTICE
ADVISORY COMMITTEE**

**Request for Qualifications and
Quotations (RFQQ)**

**Community Juvenile Justice
Coordination**

JJDP Title II, Formula Grant Program

February 6, 2006

This RFQQ is available on the GJJAC website at

www.juvenilejustice.dshs.wa.gov

Proposals Due: Friday, April 7, 2006

The Governor's Juvenile Justice Advisory Committee (GJJAC), through its staff within the Office of Juvenile Justice (OJJ), Department of Social and Health Services, administers the federal Title II OJJDP Formula Grants Program.

Request for Qualifications and Quotations (RFQQ)

Community Juvenile Justice Coordination **(formerly known as “Regional Program Development Units”)**

Introduction and background

The Governors Juvenile Justice Advisory Committee (GJJAC) is requesting qualifications and quotations to provide County-wide or multi-County “Community Juvenile Justice Coordination” (CJJC) services.

Since the mid 1980's the GJJAC has contracted with up to 20 public and non-profit entities to facilitate community-based juvenile justice cooperative efforts. Membership of the community-based “Regional Program Development Units” (RPDU) was based on a local version of the statewide GJJAC composition, as defined in the Federal Juvenile Justice and Delinquency Prevention Act. Maximum funding was established for each RPDU based on the service area's population, and ranged from \$7,500 to \$15,000 per year.

Purpose statement

The GJJAC highly values their connection with communities. The GJJAC views the CJJCs as partners in addressing the core requirements of the Federal Juvenile Justice and Delinquency Prevention Act, especially the (Deinstitutionalization of Status Offenders (DSO) and Disproportionate Minority Contact (DMC) requirements. A description of the DSO and DMC core requirements is included in Appendix III of this RFQQ.

GJJAC is releasing this RFQQ because:

- The GJJAC values and is using this RFQQ process as one method to more clearly connect with communities,
- The GJJAC hopes to continue to work with current RPD communities and engage communities which currently do not hold an RPD contract with GJJAC,
- The GJJAC has developed a statement of work for CJJC services which more clearly defines desired services, as well as valuing and giving communities an opportunity to define unique community needs and issues, and
- The RFQQ process allows bidders to more clearly define specific community juvenile justice system efforts and the cost of those efforts.

Contract Period

The contract period will be July 1, 2006 – June 30, 2007. Subgrantees may be eligible to receive continuation funding, based on successful completion of contract outcomes.

Eligible Applicants

Public, private non-profit, and tribal entities are eligible to apply.

Amount of Grant Awards

This RFQQ does not have a bidding financial limit. It is anticipated that the GJJAC will select one subgrantee per proposed "Community Juvenile Justice Coordination" County or multi-County. The award amount will be negotiated.

Match Requirement

There is no match requirement, however, cash or in-kind contributions are encouraged and valued in the proposal scoring criteria.

How to Apply

Your proposal **must not exceed six (6) pages in total, *including the required Proposal Face Sheet (Attachment A) and the Proposed Budget (Attachment B).***

- Proposals pages must have a minimum of one-inch margins and 11-point font size.
- The proposal must have a **Proposal Face Sheet** (*see Attachment A*) which counts as one (1) of the six pages.
- The proposal must have a **Proposed Budget** (*see Attachment B*), which counts as one (1) of the six pages.
- The proposal must include a **qualifications statement** of no more than one (1) page (**see Desirable Qualifications, Appendix I**).
- The proposal must **describe how the statement of work** will be accomplished, in no more than two (2) pages; (**see Statement of Work, Appendix II**)
- The proposal must **provide budget narrative (expenditure and revenue)** in no more than one page, as defined in the proposed budget, attachment B.

Please paper clip your proposal and copies instead of stapling them.

The GJJAC will select a proposal reading team which will review and score proposals and make a recommendation to the GJJAC. The GJJAC will make the final selection.

Directions for Submitting a Proposal:

Submit ***one original*** and ***two copies*** of the proposal to:

Mailing Address:

Office of Juvenile Justice
Department of Social and Health Services
PO Box 45828
Olympia, WA 98504-5828

Street Address

Office of Juvenile Justice
4500 10th Avenue SE
Olympia, WA 98504-5828
(360) 725-3601 (Mary)

Proof of Insurance

Any organization that is awarded funding from the GJJAC must provide a certificate of insurance naming DSHS as additionally insured. Counties or municipalities which are a member of an authorized risk-pool are generally exempt from this requirement.

Proposal Deadline

Proposals must be postmarked no later than Friday, April 7, 2006, or hand delivered to the Office of Juvenile Justice no later than 4:00 p.m. that day. Late proposals will not be accepted. FAX or electronic submissions will not be accepted.

Why Your Proposal Could Be Rejected

- It is longer than the six (6) page limit.
- It does not follow the RFQQ format.
- It does not meet the intent of the RFQQ.

Bidder's Conference

A bidder's conference call will be held for interested parties on **Thursday, February 16, 2006 at 10:00 a.m.** See the GJJAC website (www.juvenilejustice.dshs.wa.gov) for instructions to access the toll free conference call number, or contact the Office of Juvenile Justice at 360-725-3600.

Technical Questions

If you have questions, or if you need technical assistance on the proposal process, please contact Mary Williams at the Office of Juvenile Justice, by phone at (360) 725-3601 or e-mail at willime@dshs.wa.gov

Appeals

There are only two bases for an appeal of the GJJAC proposal selection decision. They are:

1. *The GJJAC failed to follow the procedures established in the RFQQ format, or to follow applicable State or federal laws or regulations; or*
2. *Bias, discrimination, or conflict of interest on the part of the GJJAC.*

Information on the appeal process will be provided upon request.

Attachment A
2006-2007 Community Juvenile Justice Coalition (CJJC)

RFQQ Face Sheet

Agency/Organization: _____

Proposed name of CJJC: _____

Geographic area to be served: _____

Project Director: _____ **Position:** _____

Address: _____

City: _____ **County:** _____

Zip: _____ **E-Mail:** _____

Telephone: _____ **FAX:** _____

Funding requested: \$_____

Brief Proposal Summary :

Attachment B

2006-07 Community Juvenile Justice Coalition

PROJECT BUDGET

\$_____ Personnel (____ Positions or hours of service)

\$_____ Supplies

\$_____ Other Services and Charges

\$_____ Travel

\$_____ Contractual

\$_____ Indirect (May not exceed 10% of Direct Costs)

\$_____ Total Amount Requested

\$_____ Cash or in-kind contribution

Contribution sources (Please list):

_____	Confirmed ____	Proposed ____
_____	Confirmed ____	Proposed ____
_____	Confirmed ____	Proposed ____

\$_____ TOTAL PROJECT AMOUNT

Please describe in-kind contributions to the project, if any:

Appendix I

Desirable Qualifications of a Community Juvenile Justice Coalition (CJJC)

- Mission of organization is complimentary to GJJAC vision, mission, and priorities (see Appendix III)
- County-wide (or multi-county) effort
- The bidder organization is experienced in convening community organizations for cooperative or collaborative community efforts
- The bidder organization is experienced in juvenile justice planning, data analysis, and/or juvenile justice service delivery
- Multiple funding sources (cash or in-kind) support the proposed work
- Consistent, pertinent attendance of CJJC sponsored meetings or events
- Juvenile justice and other key community partners are involved CJJC members
- Meaningful, active youth participation with CJJC (not necessarily in sit-down meetings)
- Strong facilitation of meetings
- Project director demonstrates excellent community connection and communication skills
- Evidence of skilled and experienced community capacity building
- Demonstrated successful grants management capability, such as timely and accurate financial and progress reports
- Attend and actively participate in GJJAC sponsored training and events

Appendix II

2006-07 Statement of Work **Community Juvenile Justice Coordination (CJJC)**

The following are the annual minimum expectations for a CJJC:

- Organization mission is complimentary to GJJAC values, mission, and priorities (see Appendix III)
- Develop and facilitate processes for coordination and information sharing of local juvenile justice needs.
- Meetings or CJJC sponsored events are held at least six times per year.
- Based on local data, identify and prioritize juvenile justice needs and issues in the CJJC service area. Needs and issues to be considered must include GJJAC stated priorities and focus areas (DSO, DMC, JDAI, Restorative Justice, mental health, and gender specific services for girls), as described in Appendix III. Develop and implement at least one strategy which addresses the prioritized need(s) during the contract period.
- Youth participation in CJJC is required (participation could include meetings, CJJC sponsored focus groups, youth summit, community youth planning effort, etc.)
- Membership includes juvenile justice system and key community partners (use JJDP Act (see Appendix V) as model)
- Attend GJJAC trainings/workshops deemed critical by the GJJAC and OJJ to be essential to the administration of this grant
- Assess the representation to minority youth in the juvenile justice system, and where racial disparity exists develop a plan and strategies to address the racial disparity. As part of the assessment process, complete Relative Rate Index (RRI) forms annually, and submit to the GJJAC.
- Discuss and analyze RRI results, selecting at least one area which will be addressed during the contract period.
- Act as a resource to the GJJAC and OJJ including: identify technical assistance and training needs, provide information and recommendations to the GJJAC regarding draft data and policy, encourage and assist community organizations to respond to GJJAC Request for Proposals.

Appendix III

Governor's Juvenile Justice Advisory Committee (GJJAC) **Values, Mission, and current priorities**

VISION

We envision a future in which all the youth of Washington State are nurtured, healthy, safe, educated and contributing to their communities.

MISSION

The mission of the Governor's Juvenile Justice Advisory Committee is to promote partnerships and innovations that improve outcomes for juvenile offenders and their victims, to build family and community capacity to prevent delinquency, and to provide analysis and expertise to state and local policymakers.

The GJJAC has identified four primary priorities:

1. **Deinstitutionalization of Status Offenders (DSO)**: DSO refers to the practice of holding status offender and non-offender youth in juvenile detention facilities. Federal law (JJDP Act) prohibits holding status offender youth such as runaways, truants, at-risk youth, children in need of services, and youth in need of mental health and substance abuse treatment in secure confinement.
2. **Disproportionate Minority Contact (DMC)**: DMC refers to the frequency of contact by minority youth at all points of the juvenile justice system, from law enforcement through incarceration in a juvenile rehabilitation facility.
3. **The Juvenile Detention Alternatives Initiative (JDAI)**: JDAI is a strategy developed by the Annie E. Casey Foundation which seeks to demonstrate that jurisdictions can 1) safely reduce reliance on secure detention, 2) maintain or reduce re-arrest and failure-to-appear rates, 3) improve conditions of confinement for those in secure detention, and 4) redirect public funds to support alternatives to detention and other juvenile justice reform strategies.
4. **Restorative Justice**: Restorative Justice is a community justice response to juvenile crime that incorporates restorative justice practices and principles that focus on holding juvenile offenders accountable to the people and communities they have violated; enhances community safety and security; provides offender rehabilitation and reintegration; and respects the rights of victims in the process.

In addition to these four priorities, the GJJAC has identified two focus areas: mental health services for at-risk and juvenile offenders, and gender specific services for girls.

Appendix IV

Additional Budget Information

Personnel

Only the costs of personnel directly involved in project activities should be included in the Personnel budget.

The cost of staff who provide some supportive services, but whose positions would be filled whether the project was funded or not, may not be charged as a personnel cost. The types of positions often falling into this category include agency supervisors and administrators, general support staff such as receptionists, maintenance personnel, etc. These costs may be covered as an "Indirect Cost".

Non-Supplanting Notes:

The non-supplanting rule states that an agency cannot maintain its level of service at lower cost by transferring personnel to grant-funded positions. Activities undertaken with grant funds must be in addition to, not instead of, current services.

Further, a portion of the cost of a position, which is currently funded from other sources, cannot be transferred to the grant budget unless a new position (for an equal amount of time) is created and filled. For example, a secretary is currently employed full-time by the applicant agency, but would devote half of his/her time to grant-funded project activities. One-half of his/her time may not be charged to the project budget - unless a new half-time secretarial position is created and filled.

If you have questions about non-supplanting, do not hesitate to call the Office of Juvenile Justice at (360) 725-3600.

Supplies

The key word in determining whether an item belongs in the Supplies category is "consumable." If it can be used up, then it is a supply item.

The exception to the "consumable" guideline is training material such as books, films and videotapes. These are considered consumable because they are not fixed assets and can become worn out or outdated.

Other Services and Charges

This category is for services other than Personnel, which are required in the administration of the project. Such services may include communication, transportation, advertising, and rentals. Expenses for staff training, such as workshop fees, may be included.

Capital Outlay/Equipment

Tangible property (e.g., desks, locking file cabinets) with a useful life of more than one year and an initial cost of more than \$500 is included in this budget category.

Please note that the state retains an ownership interest in any item with an initial unit cost of \$1,000 or more. The state must agree to any proposed disposition of the property.

All property purchased under this category must be inventoried and reported at the end of the grant period.

Travel

All travel costs are included in this category, including personal car mileage, airfares, per diem, etc.

Contractual

Any contract the project awards will be entered in this budget category.

The important distinction to remember is that when an agency contracts with an individual - no matter what service is to be delivered - the cost is reported in Contractual, not in Personnel. An example of a cost in this category is the outside evaluator.

Indirect

Costs of agency operation, including administration and supervision not directly included in project operation, are included as indirect costs.

Remember to calculate Indirect costs on the basis of total direct costs, not as a percentage of total project cost.

If you need assistance defining allowable Indirect costs, please call the Office of Juvenile Justice at (360) 725-3600.

Match

There is no match required for the Title II OJJDP Formula Grants Program.

Appendix V

Federal Juvenile Justice Delinquency Prevention Act State Advisory Group (GJJAC) membership composition

JUVENILE JUSTICE AND DELINQUENCY PREVENTION as amended, Pub. L. No. 93-415 (1974)

SUBCHAPTER I—GENERALLY [Title I] JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 2002

42 U.S.C. 5633 [Sec. 223.] State plans

(a) Requirements

In order to receive formula grants under this part, a State shall submit a plan for carrying out its purposes applicable to a 3-year period. Such plan shall be amended annually to include new programs, projects, and activities. The State shall submit annual performance reports to the Administrator which shall describe progress in implementing programs contained in the original plan, and shall describe the status of compliance with State plan requirements. In accordance with regulations which the Administrator shall prescribe, such plan shall--

- (1) designate the State agency described in section 5671(c)(1) of this title as the sole agency for supervising the preparation and administration of the plan;
- (2) contain satisfactory evidence that the State agency designated in accordance with paragraph (1) has or will have authority, by legislation if necessary, to implement such plan in conformity with this part;

(3) provide for an advisory group, that--

- (A) shall consist of not less than 15 and not more than 33 members appointed by the chief executive officer of the State--

(i) which members have training, experience, or special knowledge concerning the prevention and treatment of juvenile delinquency, the administration of juvenile justice, or the reduction of juvenile delinquency;

(ii) which members include--

(I) at least 1 locally elected official representing general purpose local government;

(II) representatives of law enforcement and juvenile justice agencies, including juvenile and family court judges, prosecutors, counsel for children and youth, and probation workers;

(III) representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, mental health, education,

special education, recreation, and youth services;

(IV) representatives of private nonprofit organizations, including persons with a special focus on preserving and strengthening families, parent groups and parent self-help groups, youth development, delinquency prevention and treatment, neglected or dependent children, the quality of juvenile justice, education, and social services for children;

(V) volunteers who work with delinquents or potential delinquents;

(VI) youth workers involved with programs that are alternatives to incarceration, including programs providing organized recreation activities;

(VII) persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion; and

(VIII) persons with special experience and competence in addressing problems related to learning disabilities, emotional difficulties, child abuse and neglect, and youth violence;

(iii) a majority of which members (including the chairperson) shall not be full-time employees of the Federal, State, or local government;

(iv) at least one-fifth of which members shall be under the age of 24 at the time of appointment; and

(v) at least 3 members who have been or are currently under the jurisdiction of the juvenile justice system;